

Retention and Classification Report

Agency: Utah State Tax Commission. Division of Motor Vehicles (682)

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Salt Lake City, UT 84134
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Records Officer Amy Hill

84745	Impound sales and release receipts
10164	Motor Vehicle's returned bad checks
09717	Motor vehicle registration system
07186	Vehicle registrations

AGENCY: Utah State Tax Commission. Division of Motor Vehicles

SERIES: 84745

3

TITLE: Impound sales and release receipts

DATES: 1979-

ARRANGEMENT: Alphabetical by name, thereunder numerical by vehicle number

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

This is a record of impounded vehicles, releases, payments, and sales of vehicles. Includes impound records receipts, notices of sale, release of impound reports, correspondence, and other materials to control release or sale of impounded vehicles.

RETENTION:

Retain 15 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 months and then microfilm or scan then destroy provided microfilm/imaging has passed inspection.

Microfilm master: Retain in State Records Center for 15 years and then destroy.

Microfilm duplicate: Retain in Office for 15 years and then destroy.

Digital image: Retain in Office for 15 years and then delete.

AGENCY: Utah State Tax Commission. Division of Motor Vehicles

SERIES: 84745

TITLE: Impound sales and release receipts

(continued)

APPRAISAL:

Administrative Legal

PRIMARY CLASSIFICATION:

Private

AGENCY: Utah State Tax Commission. Division of Motor Vehicles

SERIES: 10164

3

TITLE: Motor Vehicle's returned bad checks

DATES: 1985-

ARRANGEMENT: Chronological, thereunder alphabetical by taxpayer name

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

This is a record of dishonored checks which were paid to the Motor Vehicle Division by persons registering vehicles. They contain the check, collection information, bank and account number, owner's name and address, and motor vehicle information.

RETENTION:

Retain 15 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 months or until collected upon or written off and then destroy provided documents have been scanned.

Digital image: Retain in Office for 15 years and then delete.

APPRAISAL:

Administrative Fiscal Legal

This disposition is based on administrative and legal needs expressed by the agency as well as contracts between the Utah State Tax Commission and the county governments per UCA 59-2-406.

AGENCY: Utah State Tax Commission. Division of Motor Vehicles

SERIES: 10164

TITLE: Motor Vehicle's returned bad checks

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Utah State Tax Commission. Division of Motor Vehicles

SERIES: 9717

3

TITLE: Motor vehicle registration system

DATES: 1980-

ARRANGEMENT: Alphabetical by owner's name.

ANNUAL ACCUMULATION:

DESCRIPTION:

This computer system is used by the Motor Vehicle Division for registration of motor vehicles. The system records all motor vehicles registered in the state of Utah. The system includes registration of personal, business, off-road, commercial, aircraft, motor carrier, and farm vehicles. Also includes records of permits, vehicle sales, billings, cashier records, impoundments, vehicle identification number records, and motor vehicle inquiry requests. The information contains the owner's name, address, vehicle identification number, license plate number, and registration information. This system includes financial information on the registered owner which may include lien holder financing and other personal data. Also contains a comment file that includes information on audit collection, investigation, and any other commission generated information. Individual files within the system may be accessed by name or other data elements.

RETENTION:

Retain 15 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 15 years and then

AGENCY: Utah State Tax Commission. Division of Motor Vehicles

SERIES: 9717

TITLE: Motor vehicle registration system

(continued)

delete.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the Tax Commission.

PRIMARY CLASSIFICATION:

Exempt UCA 41-1a-116(1)(a)(2008)

AGENCY: Utah State Tax Commission. Division of Motor Vehicles

SERIES: 7186

3

TITLE: Vehicle registrations

DATES: 1953-

ARRANGEMENT: Chronological, thereunder numerical by internal control number

ANNUAL ACCUMULATION: 150.00 cubic feet.

DESCRIPTION:

These registrations document all vehicles registered in the state of Utah. These include registrations for passenger, freight, motor carrier, off-highway, campers, motorcycles, trailers, and other classes of vehicles. Includes inspection certificate numbers, bills of sale, fees paid, annual renewal sticker numbers, exemption certificate numbers, liens, and other registration and ownership records. Registration materials list the make, model, year, and serial number of vehicle and assessed valuation and taxes paid, and registered owner's name and address. Could also include other information related to vehicle registrations.

RETENTION:

Retain 15 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed or scanned as digital image and then destroy.

Microfilm duplicate: Retain in Office for 15 years and then destroy.

AGENCY: Utah State Tax Commission. Division of Motor Vehicles

SERIES: 7186

TITLE: Vehicle registrations

(continued)

Microfilm master: Retain in State Records Center for 15 years and then destroy.

Digital image: Retain in Office for 15 years and then delete.

APPRAISAL:

Administrative Legal

This disposition is based on the Motor Vehicle division's request that vehicle registrations be kept for 15 years. These records are kept pursuant to UCA 41-1a-115 and 41-1a-116.

PRIMARY CLASSIFICATION:

Protected UCA 41-1a-116 as per SB 174 (2008).